



# CourtLink<sup>®</sup> eFile

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## **QUICK GUIDE:** **FILE & SERVE**

The File and Serve Quick Guide provides a convenient source of information to help you efficiently file and serve your documents into more than one case.

## Quick Tips Before You Begin

1. Refer to the appropriate court rules on electronic filing prior to using CourtLink® eFile to ensure you are in compliance with local requirements. Copies of the Rules can be found at [www.lexisnexis.com/courtlink](http://www.lexisnexis.com/courtlink) under **Courts Online/CourtLink eFile** or within the CourtLink eFile application under **Support**.
2. **Help** is available on the top right of the screen. When on any page of myCases, File & Serve, and Search Filings, click on that page to access Help.
3. Check our system requirements on [www.lexisnexis.com/courtlink](http://www.lexisnexis.com/courtlink) to be sure your computer is correctly configured for using CourtLink eFile.
4. CourtLink eFile is divided into 3 separate areas. Become familiar with the functions of the 3 main areas to help you navigate through the application:
  - File & Serve:** To **send** documents to the court
  - File room:** To **retrieve** documents and new service information
  - Information Desk:** To **maintain** personal, firm and case status information
5. All tables are sortable. Any time a grid or table appears, click the column headings to sort by that information.
6. Hyperlinks take you to additional information – don't forget to use them!
7. When running searches, less is more. Enter only partial information to get the most results.
8. The fastest way to access a filing is with a Filing ID.
9. When using CourtLink eFile for the first time, or if you need assistance, call our Customer Support team at 1-888-529-7587.

## How to Sign On to CourtLink eFile

1. Before using CourtLink eFile, you must have a user name and password. If you do not have these, contact our Customer Service.
2. Using Microsoft® Internet Explorer or Netscape® Navigator®, open your browser and go to [www.lexisnexis.com/courtlink](http://www.lexisnexis.com/courtlink).
3. When the home page appears, click **Log on** under CourtLink eFile. The CourtLink eFile Log on page appears.
4. Enter your assigned user name and password and click **Submit**. myCases will open.

# File & Serve: Start Filing

There are 6 easy steps to submitting documents using CourtLink eFile. Each of these steps is detailed in this Quick Guide:

1. **Start Filing** - Allows you to select a case to file and/or serve into.
2. **Documents** - Lets you select the type of document you are submitting and attach your documents.
3. **Filing Parties** - Allows you to select the client for which you are submitting the document.
4. **Service/Notice** - Allows you to select the recipients of the document you are submitting.
5. **Additional Recipients** - Lets you add any other recipients for the document.
6. **Review & Submit** - This is where you review your work and submit to the court and other parties.

**File & Serve** Select Court and/or Case for Filing

Log off Help User: Adam Attorney Mock Plaintiff Firm

TIME: 2:10 PM ET

**File & Serve** ▶

file room

myCases

Search Filings

Build Reports

information desk

User Profile

Firm Profile

Case Profile

Support

Privacy Statement

Enter information in one or more boxes and click Find.

State: TEXAS Case Name:

Court: Mock Court Case Number: 000002

County:

Find Advanced Search ?

To select a case for filing, click ☒ beside the case.

Case List 1 through 1 of 1 Return 50 records

<input checked="" type="checkbox"/>	Case Number	Case Name	Case Type	Case Class	State	Court	County
<input checked="" type="checkbox"/>	000002	Jones vs Car Manufacturers Corp et al	Personal Injury	Civil	TX	Mock Court	

1 through 1 of 1

## FILING AND/OR SERVING ELECTRONICALLY INTO AN EXISTING CASE

1. To begin the filing process, click **File & Serve**. The *Start Filing* tab appears.
2. Select *File and/or Serve in an existing case*. An existing case is one that is already online with CourtLink eFile.
3. From the drop down menu, select the state and court in which you choose to file, click **Find**.
4. Enter the case number or case name in the fields available and click **Find**.
5. Cases matching your criteria will appear in the list below.
6. To select the case, click the box to the left of the desired case number.

# File & Serve: Documents

## SELECTING DOCUMENTS

1. Select a filing type for your document using the drop down menu entitled **Type**.
2. To attach your document, click the **Browse** button in the *File* section. A dialog box will open and from there you can locate the file you previously saved to your hard drive or network.
3. Enter a title for your document in the *Title* field. The title should comply with local rules for electronic filing and must not contain any punctuation.
4. Next select an access type for your filing – public or sealed.

**Public:** The document is a publicly filed instrument.

**Sealed:** Sealed documents may be handled in one of two ways, depending on how the receiving court has opted to handle sealed instruments:

- a. The sealed document can be attached to the e-filed transaction and only available online to the court and served parties.
- b. The court may require that the documents be filed in hard copy with the court and that a placeholder be e-filed into the electronic docket.

Refer to your local rules for the proper method of handling sealed documents.

5. Click **Attach Document**. The document will appear in the *Attached Documents* list.
6. To add more documents, repeat steps 1-5.
7. When filing supporting documents, use the *Main/Supporting* feature to reflect the association. In the column next to each supporting document, select the document ID for the main document to which it supports.
8. If you need to remove or replace a document, click the corresponding “X” in the **Remove** column.
9. When all of the documents have been attached and associated, click the **Filing Parties** tab to continue.

**file & serve** Log off Help User: Paul Paralegal Mock Defense Firm

TIME: 1:28 PM ET Start Filing Documents Filing Parties Service/Notice Additional Recipients Review & Submit

**File & Serve** Attach Documents 000002 Jones v Car Manufacturers Corporation et al Mock Court Filing ID: 640559 Cancel Save

For each document, complete each field and click **Attach Document**. A (\*) indicates a document type that may be an originating document; A (\*\*) indicates a document type that may be an originating or subsequent document; filing types with no asterisk are valid subsequent filing types for this court.

Type: Select a FilingType File: Browse... Title: Court Fee: None Access: Public Attach Document ?

To view a document, click the title. To remove a document, click for the document. To identify any supporting document select the ID of the main document it supports from the drop-down list in the *Main/Supporting* column. To link a document to a previously filed document, click in the *Link* column.

**Attached Documents List** Update Status

Link	Document ID	Document Title	Main/Supporting	Filing Type	Conversion Status	Access Type	Remove
	707681	<a href="#">Defendants Motion for Summary Judgment</a>	Main	Motion for summary judgment	Converted	Public	
	707683	<a href="#">Exhibit A to Motion for Summary Judgment</a>	707681	Exhibits	Converted	Public	
	707684	<a href="#">Defendant Notice of Hearing on Motion for Summary Judgment</a>	707681	Notice	Converted	Public	
	707686	<a href="#">Defendant Proposed Order Granting Defendant Motion for Summary Judgment</a>	707681	Proposed Order	Converted	Public	

## File & Serve: Filing Parties

**file & serve** Log off Help User: Adam Attorney Mock Plaintiff Firm

TIME: 2:11 PM ET Start Filing Documents Filing Parties Service/Notice Additional Recipients Review & Submit

**File & Serve** Select Filing Parties 000002 Jones vs Car Manufacturers Corp et al Mock Court Filing ID: 982135 Cancel Save

Search Custom Groups Show unrepresented and Pro Se Add Party ?

**Parties Available for Selection** 1 through 3 of 3 Return 50 records

Create Custom Group

<input type="checkbox"/>	Party	Party Type	Party Status	Attorney	Firm
<input type="checkbox"/>	A B C Widgets	Intervenor	Active	Attorney, Adam	Mock Plaintiff Firm
<input type="checkbox"/>	Jones, Betty	Plaintiff	Active	Counselor, Carol	Mock Plaintiff Firm
<input type="checkbox"/>	Jones, Bob	Plaintiff	Active	Attorney, Adam	Mock Plaintiff Firm

### SELECTING FILING PARTIES:

- To select the party or parties you represent in this case place a check in the box next to the party name in the *Parties Available for Selection* list.
- Or–
- You may search for a specific party by searching the available parties.
- To search the available parties, click **Search**.
- A series of search fields is available to help you find the party you are looking for.
- You must place a check in the box by the party name to select that party.

6. Close the search fields by clicking **Close Search**.
7. Continue with this process until you have completed the filing parties list.
8. You may edit your selections by selecting or deselecting the parties.
9. Click the **Service/Notice** tab to continue.

### Filing a First Appearance or Answer for Unrepresented Parties

1. To file a first appearance on behalf of a party with no answer on file or an unrepresented party, click the **Show Unrepresented and Pro Se Parties** button.
2. Select the party(s) you are filing for by placing a check-mark next to each party.

### Adding a Party while Filing

If the party you are trying to file for is not available in either the represented or unrepresented parties lists, you may be able to submit an Add Party request with your filing. If the court you are filing with allows this type of request with your filing, click the **Add Party** button.

**File & Serve**

TIME: 2:13 PM ET

file & serve

Log off Help User: Adam Attorney Mock Plaintiff Firm

Start Filing Documents Filing Parties Service/Notice Additional Recipients Review & Submit

**Select Party**

Select an entity type and input the name of your party to do a quick search.  
If the party is not found you will be able to add them.  
Party Names are in the form Lastname, Firstname Middlename

Entity Type:

Party Name:

**Find**

Select a party name to represent for the case(s) selected. If the party is unavailable in the list(s) below do a search.

Case Name: Jones vs Car Manufacturers Corp et al Case Number: 000002

Party Name	Party Type	Attorney	Firm
<a href="#">A B C Widgets</a>	Intervenor	Adam Attorney	Mock Plaintiff Firm
<a href="#">Car Manufacturer Corp</a>	Defendant	Lucy Lawyer	Mock Defense Firm
<a href="#">City Streets Inc</a>	Defendant	Lucy Lawyer	Mock Defense Firm
<a href="#">E Z Driving School</a>	Defendant		Firm TBD
<a href="#">Jones, Betty</a>	Plaintiff	Carol Counselor	Mock Plaintiff Firm
<a href="#">Jones, Bob</a>	Plaintiff	Adam Attorney	Mock Plaintiff Firm
<a href="#">One Insurance Co</a>	Defendant	Larry Litigator	Mock Defense Firm
<a href="#">Stop Light Factory</a>	Defendant	Lucy Lawyer	Mock Defense Firm
<a href="#">Tester, NF</a>	Plaintiff	David Dean Karr	Pryor Johnson Montoya Carney & Karr PC
<a href="#">Worldwide Auto Dealerships</a>	Defendant	Lucy Lawyer	Mock Defense Firm

[Select Party or Add New](#)

[Select Attorney](#)

**Finish Cancel**

The column to the left of the screen shows the steps necessary to complete an Add Party request while Filing:

#### Select Party:

1. Select whether you are adding an individual or an organization
2. Enter the party name
3. Click **Find**

**NOTE: When adding or searching for a party, follow these simple rules:**

- For individuals, enter last name, first name (i.e. jones, billy)
- Do not include “the” in company names
- Use “&” instead of the word “and”
- Avoid punctuation in company names
- Always abbreviate Inc., Corp., and Co.
- If you want to add aliases (dba’s and aka’s), add them as separate parties
- Place a space between parties with initials in the name (i.e. A W Chesterson, A P Green, A I S Insurance)

4. If a match is found, select the party type and click on the **Party Name** from the available list.
5. If no match is found, search again using different criteria, or click **Add Party** and create a new party entry.

**File & Serve**

TIME: 2:13 PM ET

**file room**

- myCases
- Search Filings
- Build Reports

**information desk**

- User Profile
- Firm Profile
- Case Profile
- Support
- Privacy Statement

**file & serve**

Log off Help User: Adam Attorney Mock Plaintiff Firm

Start Filing Documents Filing Parties Service/Notice Additional Recipients Review & Submit

**Select Party**

Select a Party Type then click the Party Name to select the party.  
A selected alias party name will reflect the alias to party name when completed.

Party Type:

Party Name	Is an alias
<a href="#">Jones, Billy</a>	No
<a href="#">Jones, Billy J</a>	No
<a href="#">Jones, Billy W</a>	No

If you cannot find your Party or if you are unsure that any of these match click

or

Court: Mock Court

Case: Jones vs Car Manufacturers Corp et al

[Select Party or Add New](#)

[Select Attorney](#)

6. Select the attorney from your office that represents the party and select an attorney type.
7. Click **Select** when finished then click **Add to Cases**. You will be returned to the Filing Parties tab to complete the filing/service process.

**Note:** The party you are filing for is added to the filing in a pending status. When the document is reviewed by court personnel, the added party may be accepted or rejected. Once accepted, the party status will change from pending to active. If rejected, the filer will get notice that the party has not been added. Documents in the transaction may be rejected if the Clerk's office opts to reject documents submitted by a rejected party.

## CREATING CUSTOM GROUPS IN FILING PARTIES:

You can save your selection as a Custom **Group** for future filings. After selecting your parties, type the name of your group in the space provided – then click **Create Custom Group**.

## USING CUSTOM GROUPS IN FILING PARTIES:

To use a custom group click **View Custom Groups**. A list of your custom groups will appear. Select the custom group you wish to use for Filing by clicking the check mark button beside the name.



**file & serve** Log off Help User: Paul Paralegal Mock Defense Firm

TIME: 1:35 PM ET Start Filing Documents Filing Parties Service/Notice Additional Recipients Review & Submit

**File & Serve** Select Custom Group 000002 Jones v Car Manufacturers Corporation et al Mock Court Filing ID: 640559 Cancel Save

**file room**

Group Name	Owner	View
<input checked="" type="checkbox"/> <a href="#">let</a>	Lawyer, Lucy	Party
<input checked="" type="checkbox"/> <a href="#">Jones Case</a>	Lawyer, Lucy	Party
<input checked="" type="checkbox"/> <a href="#">Standard filing parties</a>	Lawyer, Lucy	Party
<input checked="" type="checkbox"/> <a href="#">training2</a>	Lawyer, Lucy	Party

[View Other Groups](#) [Back](#) ?

To select a custom group click on the ☒. The custom group selections will be added to your existing selections. To modify or view click on the group name.

**Parties Available for Selection** 1 through 5 of 5 [Create Custom Group](#)

<input type="checkbox"/>	<a href="#">Party</a>	<a href="#">Party Type</a>	<a href="#">Party Status</a>	<a href="#">Attorney</a>	<a href="#">Firm</a>
<input checked="" type="checkbox"/>	Car Manufacturer Corp	Defendant	Active	Lawyer, Lucy	Mock Defense Firm
<input checked="" type="checkbox"/>	City Streets Inc	Defendant	Active	Lawyer, Lucy	Mock Defense Firm
<input type="checkbox"/>	E Z Driving School	Defendant	Active	No_Answer_on_File	Firm TBD
<input checked="" type="checkbox"/>	Stop Light Factory	Defendant	Active	Lawyer, Lucy	Mock Defense Firm
<input checked="" type="checkbox"/>	Worldwide Auto Dealerships	Defendant	Active	Lawyer, Lucy	Mock Defense Firm

## File & Serve: Service/Notice

**file room : my cases** Log off Help User: Adam Attorney Mock Plaintiff Firm

TIME: 12:39 PM ET Start Filing Documents Filing Parties Service/Notice Additional Recipients Review & Submit

**File & Serve** Select Recipients for Service or Notice 000002 Jones vs Car Manufacturers Corp et al Mock Court Filing ID: 982737 Cancel Save

[Search](#) [Custom Groups](#) ?

**Available for Selection** 1 through 9 of 9 Return 50 records [Create Custom Group](#)

Service	Notice	<a href="#">Party</a>	<a href="#">Party Type</a>	<a href="#">Party Status</a>	<a href="#">Attorney</a>	<a href="#">Firm</a>	<a href="#">Method</a>
<input type="checkbox"/>	<input type="checkbox"/>	Car Manufacturer Corp	Defendant	Active	Lawyer, Lucy	Mock Defense Firm	Online
<input type="checkbox"/>	<input type="checkbox"/>	City Streets Inc	Defendant	Active	Lawyer, Lucy	Mock Defense Firm	Online
<input type="checkbox"/>	<input type="checkbox"/>	E Z Driving School	Defendant	Active	No_Answer_on_File	Firm TBD	U.S. MAIL
<input type="checkbox"/>	<input type="checkbox"/>	Major Corporation	Defendant	Active	Lawyer, Lucy	Mock Defense Firm	Online
<input type="checkbox"/>	<input type="checkbox"/>	One Insurance Co	Defendant	Active	Litigator, Larry	Mock Defense Firm	Online
<input type="checkbox"/>	<input type="checkbox"/>	Stop Light Factory	Defendant	Active	Lawyer, Lucy	Mock Defense Firm	Online
<input type="checkbox"/>	<input type="checkbox"/>	Tester, NF	Plaintiff	Active	Karr, David Dean	Pryor Johnson Montoya Carney & Karr PC	Online
<input type="checkbox"/>	<input type="checkbox"/>	Worldwide Auto Dealerships	Defendant	Active	Lawyer, Lucy	Mock Defense Firm	Online
<input type="checkbox"/>	<input type="checkbox"/>	XYZ Manufacturers	Defendant	Active	Litigator, Larry	Mock Defense Firm	Online

1 through 9 of 9

### SELECTING PARTIES TO RECEIVE SERVICE OR NOTICE

**Service:** A copy of the document(s) you are filing will be sent to the recipient.

**Notice** (if available): Provides notice to selected recipients that you have filed but does not send a copy of the document you have filed. This option may not comply with your court's rules or procedure for service. Please consult the rules for your court.

1. Use this feature to choose a party or parties you want to serve or notice.

2. To serve or notice selectively, place a check in the corresponding box in the Service or Notice column next to the attorney names.
3. To select all parties, click the box below service or the box below notice. Continue until all parties you want to serve or notify are selected.
4. The method of delivery CourtLink eFile will use to deliver your documents is listed under the Method column.
  - If the designated recipient is a registered user of CourtLink eFile, then the documents or notice will be delivered to their **online** account.
  - If the designated recipient is not a registered user, then the documents will be delivered via traditional methods (**US Mail** or **facsimile**, depending on the rules for service for that court)
5. If a checkbox does not appear for you to select, then you cannot use CourtLink eFile as a delivery method to send documents to that party and will have to send service or notice to that party via traditional means.
6. You may search for a specific party by searching the available parties, attorneys or firms.
7. To search the available parties, click **Search**. A series of search fields is available to help find the party you are looking for.
8. You must place a check in the box next to the party name to select that party.
9. Close the search fields by clicking **Close Search**.
10. Continue with this process until you have completed the filing parties list.
11. You may edit your selections by selecting or deselecting the parties.

### Serving Pro Se/Pro Per parties:

If available in the court you are filing in, you may be able to serve a Pro Se or Pro Per party by typing in a U.S. Mail delivery address. You will be prompted to enter an address for each Pro Se or Pro Per party you select to serve via regular U.S. Mail.

The screenshot shows the 'File & Serve' section of the CourtLink eFile interface. At the top, there's a navigation bar with 'file & serve' and buttons for 'Log off', 'Help', and 'User: Adam Attorney Mock Plaintiff Firm'. Below this is a red banner with 'File & Serve' and a 'file room' icon. The main content area shows a message: 'You have selected the following 1 party(ies) for service that are not represented by an attorney. In order to serve the party(ies), please indicate the correct address.' Below this, there's a form for 'E Z Driving School'. It includes a 'Most Recently Used' section with a table showing the address '13647 NE 18th Street' in 'Bellevue, WASHINGTON 98005' and the date '12/1/2002 5:23:00 PM'. There's also an 'Entered by' field with the name 'Adam Attorney, Mock Plaintiff Firm' and the same date. A checkbox 'Do not display this address to other firms' is present. At the bottom, there are 'Select and Continue' and 'Cancel' buttons. The left sidebar contains links for 'myCases', 'Search Filings', 'Build Reports', 'information desk', 'User Profile', 'Firm Profile', 'Case Profile', 'Support', and 'Privacy Statement'.

- The most recently used addresses will display for each party you have selected to serve. You can use the address provided or enter your own address. The source of the information will appear in the *Entered By* field.

- You can opt to share this address with other CourtLink e-filers, or you can mark it as “private” so that it will be available only to your firm.
- If you do not want to serve the Pro Se party, click the **Do Not Serve This Party** option.

**Note:** If the court you are filing into does not approve service via CourtLink eFile to a Pro Se or Pro Per party, then you will not be able to select the party and must serve the party traditionally. Service to a Pro Se/Pro Per party via CourtLink eFile will be completed via regular U.S. Mail. If this does not meet your needs, then please serve the party traditionally.

- Click the **Additional Recipients** tab to select additional recipients and continue in the filing process.

–Or–

- You may click the **Review and Submit** tab to complete the filing without selecting additional recipients.

## CREATING CUSTOM GROUPS IN SERVICE/NOTICE

You can save your selections as a Custom Group for future filings. After selecting your parties, type the name of your group in the space provided – then click **Create Custom Group**.

## USING CUSTOM GROUPS IN SERVICE/NOTICE

To use a custom group click **View Custom Groups**. A list of your custom groups will appear. Select the custom group you wish to use for your filing by clicking the check-mark button beside the name.

# File & Serve: Additional Recipients

**File & Serve** Select Additional Recipients

000002 Jones v Car Manufacturers Corporation et al Mock Court

Enter information and click **Find** to search the data sources selected; or click **Write-In Recipient** to create a new recipient

First Name: Lucy Last Name: lawyer

City: State: All States

Organization: Data Source: All

**Find** **Clear** **Write-In Recipient** ?

Filing ID: 640559 **Cancel** **Save**

For each person you want to add, select a delivery option (document or notice). To remove a selected person, deselect the delivery option.

1 through 1 of 1 **View Selections**

Document	Notice	First Name	Last Name	Firm	Email	Fax	City	State	Source
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lucy	Lawyer	Mock Defense Firm	ksmith@courtlink.com	9378651090	Bellevue	WA	JusticeLink

## SELECTING ADDITIONAL RECIPIENTS

You may choose to add additional recipients to your transaction.

1. Use the search feature to find recipients from our databases.
2. Enter the search criteria in at least one of the search fields and click **Find**. A list of matching individuals will appear. The list will include individuals from the CourtLink eFile database (in bold) and from any other source you selected.
3. For each recipient you want to add, select a delivery option (service or notice). If more than one entry appears for an individual, select the entry with the CourtLink source as that indicates the recipient is a subscriber and wants delivery online.
4. To verify your selection click the **View Selections** button.

To type-in individuals not found in the search above:

The screenshot shows the LexisNexis eFile interface for the 'File & Serve' section. The 'Additional Recipients' tab is selected. The main area displays a search for '000002 Jones v Car Manufacturers Corporation et al Mock Court'. Below the search bar are input fields for 'First Name', 'Last Name', 'City', 'State', 'Organization', and 'Data Source'. A 'Find' button is located below these fields. Below the search fields is a section titled 'Write-in Recipients' with instructions to enter information for a new recipient. It includes a 'Recipient' field with 'Lucy Lawyer', an 'E-mail' field with 'llawyer@courtlink.com', and a 'Fax' field. There are 'Save' and 'Cancel' buttons. At the bottom, there are radio buttons for 'Send Document(s)' and 'Send Notification'.

1. Click the **Write-in Recipient** button. The *Write-in Recipients* form appears on the lower part of the page.
  - a. Enter the recipient's full name.
  - b. Select **E-mail** or **Fax**, and provide an address or fax number.
2. Select a delivery option (send documents or notification).
3. Click **Save**. The party is added to the *Additional Recipient* list.

To write in another recipient, repeat steps 1–3.
4. Click the **Review & Submit** tab.

**NOTE:** LexisNexis™ CourtLink® cannot guarantee delivery if the information you provide is incomplete or incorrect.

# File & Serve: Review and Submit

LexisNexis®  
CourtLink®  
eFile

file & serve

Log off Help User: Paul Paralegal  
Mock Defense Firm

TIME: 1:56 PM ET

Start Filing Documents Filing Parties Service/Notice Additional Recipients Review & Submit

File & Serve

file room

myCases

Search Filings

Build Reports

information desk

User Profile

Firm Profile

Case Profile

Support

Review and Submit

Filing ID 640559 Cancel Save

Case Parties

Filing Parties

Service/Notice

Additional Recipients

View All

Filing ID: 640559

Filed by: Paul Paralegal  
Mock Defense Firm

Court: Mock Court

Division/Courtroom: N/A

Case Class: Civil Case Type: Personal Injury

Case Number: 000002 Case Name: Jones v Car Manufacturers Corporation et al

Filing Documents List Update Status

Conversion Status	Linked Docs	Filing Type	Document Title	Document ID	Main/Supporting	Access Type	Filing Fee	Pages	Original File
Converted		Motion for summary judgment	<a href="#">Defendants Motion for Summary Judgment</a>	707681	Main	Public	\$0.00	1	
Converted		Exhibits	<a href="#">Exhibit A to Motion for Summary Judgment</a>	707683	707681	Public	\$0.00	1	
Converted		Notice	<a href="#">Defendant Notice of Hearing on Motion for Summary Judgment</a>	707684	707681	Public	\$0.00	1	
Converted		Proposed Order	<a href="#">Defendant Proposed Order Granting Defendant Motion for Summary Judgment</a>	707686	707681	Public	\$0.00	1	

1 parties below do not have attorney representation and therefore cannot be served via eFile. Service upon any of these parties must be done traditionally.

## AUTHORIZING AND SUBMITTING THE FILING

1. Check all information on the filing summary.
2. Make any changes to the filing on the appropriate tab; then return to the *Review and Submit* page.

**LexisNexis® CourtLink® eFile** **file & serve** [Log off](#) [Help](#) **User:** Adam Attorney  
Mock Plaintiff Firm

**TIME:** 2:19 PM ET [Start Filing](#) [Documents](#) [Filing Parties](#) [Service/Notice](#) [Additional Recipients](#) [Review & Submit](#)

**File & Serve** [Review and Submit](#) [Case Parties](#) [Filing Parties](#) [Service/Notice](#) [Additional Recipients](#) [View All](#) **Filing ID:** 982135 [Cancel](#) [Save](#)

**file room** **myCases** **Search Filings** **Build Reports** **Information desk** **User Profile** **Firm Profile** **Case Profile** **Support** **Privacy Statement**

**Review and Submit**  
**Filing ID:** 982135  
**Filed by:** Attorney, Adam  
Mock Plaintiff Firm  
**Court:** Mock Court  
**Division/Courtroom:** N/A  
**Case Class:** Civil **Case Type:** Personal Injury  
**Case Number:** 000002 **Case Name:** Jones vs Car Manufacturers Corp et al

**Filing Documents List** [Update Status](#)

Conversion Status	Linked Docs	Filing Type	Document Title	Document ID	Main/Supporting	Access Type	Filing Fee	Pages	Original File
Converted		Motion	<a href="#">Motion for Summary Judgment</a>	1034756	Main	Public	\$20.00	1	
Converted		Proposed Order	<a href="#">Proposed Order Granting Motion</a>	1034757	Main	Public	\$0.00	1	

[1 parties](#) below do not have attorney representation and therefore cannot be served via eFile. Service upon any of these parties must be done traditionally.

**Complete Your Filing**

- Select an individual to authorize the filing.  
**Authorizing Attorney** [Select an authorizing attorney](#)
- Delivery Options: What do you want to do with this transaction? (pick one)
  - ☒ **File with the court and Serve selected parties**
  - ☐ **Serve Only - Private** (available only to filing firm and served firms)
  - ☐ **Serve Only - Public** (available to anyone to purchase from CourtLink eFile)
- Add billing reference (optional). This reference will appear on your invoice
- Choose to file now, or schedule the filing for later release.
  - ☒ **Authorize and file now**
  - ☐ **Authorize and file on**  /  /  at  :  AM  (mm/dd/yyyy) at (hh:mm)

5. Click [Submit Filing](#)

- From the drop down menu select the name of the individual authorizing the filing.
- Delivery Options – select from the following options:
  - File and Serve:** The transaction will be filed with the court and served to all designated recipients. It will be available to be viewed and purchased by registered CourtLink eFile users as a publicly-filed instrument
  - Serve Only – Private:** Sends the transaction ONLY to your selected service recipients. The document IS NOT filed with a court. It is not available to any registered CourtLink eFile users that you did not select for service, and may not be viewed or purchased as a publicly filed document.
  - Serve Only – Public:** Sends the transactions Only to your selected service recipients. IS NOT filed with a court. Is available to be searched, viewed, printed and purchased by any registered CourtLink eFile users as a publicly available document.
- Next, enter any billing information you want included on your invoice.
- You can choose to authorize and file your documents now, or you may choose to enter a future date and time for the document to be automatically sent.
- Click **Submit** to submit your transaction to the court and serve or notice your chosen parties.
- A CourtLink eFiling receipt appears containing your filing “stamp” – print a copy for your records.

To view a filing receipt report with *all* filing details, click the **View All** link and print that page for your records.

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